

## **Air Zoo Development Associate**

**Position Summary:** Responsible for supporting the advancement of the Air Zoo's mission and fulfillment of the organization's strategic goals. Directly report to and support the Director of Advancement. Duties include, but are not limited to: database management; verbal and written communication and correspondence; donor/prospect research; funding proposal and report development; event coordination; campaign initiatives; and other responsibilities as assigned by the Director of Advancement and President/CEO.

**Status:** Full-time

### **Responsibilities**

- Support and work closely with the Director of Advancement and CEO on fundraising activities, including annual fund and endowment campaigns, major gift solicitations, corporate sponsorship campaigns, membership campaigns, and foundation proposals.
- Support and adhere to annual fundraising plan in partnership with the Director of Advancement.
- Maintain confidential donor database and ensure accuracy of records.
- Donor, sponsor, and member prospecting, cultivation, solicitation and communication.
- Coordination of membership programs (individual, corporate, and giving society).
- Ensure donor, sponsor, member, and partner acknowledgement and benefit fulfillment.
- Research, proposal development, and reporting activities involved with grant procurement and management.
- Partner with Marketing Department for the development and distribution of Advancement marketing materials, invitations, quarterly newsletter and scheduled communications.
- Coordination of meetings, receptions, and special events for the Advancement Department.
- Complete training and maintain proficiency in Tessitura Software and associated products used by the Air Zoo. Ensure timely entries, transactions, and reports in the Tessitura system. Adhere to standards set forth by the Tessitura Consortium and the Air Zoo in regards to the use of Tessitura Software and products.
- Process in-kind donation requests submitted to the Air Zoo.
- Attend and participate in relevant Air Zoo staff meetings.
- Work with the Director of Advancement to identify professional development goals and participate in an annual performance review.

### **Experience and Qualifications Required**

- Minimum: Bachelor's degree.
- Minimum of two years of professional experience delivering donor-centered service in fund development.
- Proven success in growing donors, sponsors, members, visitors, gifts, and/or earned revenue.
- Nonprofit leadership, grant writing experience, event coordination and/or project management a plus.
- Occasional evening, weekend and holiday work is required.

### **Knowledge, Skills and Abilities Required**

- Excellent leadership and interpersonal skills.
- Excellent time management and organizational skills.
- Exceptional writing, speaking and diplomacy skills.
- Ability to partner effectively and establish collegial relationships with staff members, supervisors, contract personnel, institutional partners, volunteers and community at large.
- Ability to manage a diverse range of projects and demands, simultaneously.
- Ability to quickly learn programs and processes.
- Solid computer skills in the following: database management; Microsoft Word; Microsoft Excel; Power Point; internet search engines, and Adobe. Familiarity with fundraising or CRM soft

**To apply, please submit a cover letter and resume with *Development Associate* in the subject line to [careers@airzoo.org](mailto:careers@airzoo.org) or mail to the attention of Human Resources, Air Zoo, 6151 Portage Rd, Portage, MI 49003 before June 11, 2016**